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CLASSIFICATION OF TRAINING INFORMATION.
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DESCRIPTORS- *INDUSTRIAL TRAINING, *CLASSIFICATION, *INFORMATION PROCESSING, *TRAINING TECHNIQUES, PARTICIPANT CHARACTERISTICS, ORGANIZATIONS (GROUPS), CULTURAL CONTEXT, REFERENCE MATERIALS, GEOGRAPHIC REGIONS, OCCUPATIONS, INDUSTRY, LEGISLATION, EDUCATIONAL NEEDS, VOCATIONAL EDUCATION, UNITS OF STUDY (SUBJECT FIELDS), TRAINERS, PROGRAM ADMINISTRATION, PROGRAM EVALUATION, AUDIOVISUAL AIDS, EVALUATION TECHNIQUES, GREAT BRITAIN,

DEVELOPED AS A FRAMEWORK FOR THE "INDUSTRIAL TRAINING RESEARCH REGISTER," AND EVENTUALLY FOR THE PUBLISHED VERSION OF THE "TRAINING ABSTRACTS SERVICE," THIS REVISED DECIMAL CLASSIFICATION SCHEME PROVIDES A LOGICAL AND CHRONOLOGICAL ANALYSIS OF THE FIELD OF INDUSTRIAL TRAINING. SCHEDULES 0 TO 3 (GENERAL, NATIONAL CONSIDERATIONS, AND THE EDUCATIONAL SYSTEM) REPRESENT THE SOCIAL CONTEXT IN WHICH THE TRAINING FUNCTION IS CARRIED OUT. SCHEDULES 4 TO 8 COVER THE TRAINING SPECIALIST AND HIS TASK (THE WORKING ORGANIZATION, TRAINING SPECIALISTS, IDENTIFICATION OF TRAINING NEEDS, THE TRAINEE, TRAINING ADMINISTRATION, AND METHODS AND AIDS). SCHEDULE 9 PROVIDES FOR THE DETERMINATION OF THE EFFECTIVENESS OF THAT POLICY. BECAUSE EXISTING CLASSIFICATIONS--UNIVERSAL DECIMAL CLASSIFICATION, THE STANDARD INDUSTRIAL CLASSIFICATION, AND THE INTERNATIONAL STANDARD CLASSIFICATION OF OCCUPATIONS--PROVIDE CONVENIENT DIVISIONS OF CERTAIN HIGHLY DETAILED SUBJECT AREAS, THE SYSTEM PROVIDES LINKS WITH THESE OTHER CLASSIFICATIONS. (THE DOCUMENT INCLUDES FOUR APPENDIXES AND A SUBJECT INDEX.) (LY)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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CLASSIFICATION OF TRAINING INFORMATION

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Ministry of Labour,
Training Dept T D2,
32/33 St James's Square,
LONDON, S.W.1.

Tel No: WHItehall 6200, Extn. 186

AC001720

Explanatory Notes

1 This classification of training information is based on an analysis of the training function. An earlier version was circulated widely amongst training specialists and research workers and this revision incorporates many of their suggested alterations and amendments. In this revised form the classification is being used to provide a suitable frame-work for the Industrial Training Research Register and eventually for the published version of the Training Abstracts Service (the abstracts produced during the current unpublished trial run of the service will continue to use the earlier version of the classification).

2 The classification has been designed to meet the following criteria:

(a) it should, as far as possible, be a functional analysis presenting a logical and chronological series of steps in the introduction of training, as indicated by the following sequence:- assessment of training needs, formulation and implementation of policy, and assessment of training effectiveness. The classification divides the training function into ten major schedules or aspects:

0 - General
1 - National Considerations
2 - The Educational System
3 - The Working Organisation
4 - Training Specialists
5 - Identification of Training Needs
6 - The Trainee
7 - Training Administration
8 - Methods and Aids
9 - Assessment of Effectiveness

Schedules 0 to 3 broadly represent the social context in which the training function is carried out, schedules 4 to 8 cover the training specialist and his task of formulating and implementing policy and schedule 9 provides for the determination of the effectiveness of that policy.

(b) it should be readily understandable once the user is familiar with the analytical approach to training on which it is based.

(c) it should prove suitable for use as a classification system in the local filing of training information i.e. of documents, reports, articles, books etc. in Government Departments, Industrial Training Boards, individual firms and other interested bodies.

3 Existing classifications are available which do make some provision for training and consideration was given to making use of one of these. For example the Universal Decimal Classification (UDC) with its recent "Special Edition for Education" (covering also "training, teaching and leisure") was examined but it was considered that it did not provide a suitable breakdown in a sufficiently detailed form. The training function overlaps into so many subject areas that a purpose-built system was thought to be necessary.

4 The proposed system is based on a decimal division of the subject into main schedules or aspects. Each of these is broken down into a number of major headings (up to ten) and in turn these are subdivided to give up to ten specific item numbers. At this stage there is no provision for more than a three-figure breakdown but the system will be kept under review and detailed revisions will undoubtedly be necessary from time to time.

5 No attempt has been made to provide "ready made" places for every complex subject. This is an obvious impossibility when so many subject areas are involved. With the proposed system, the process of classification involves analysing the subject material of the paper, report etc. and deciding on the relevant item number(s) from the classification tables. A number of examples are provided in the appendix (page 3) to show how this works out in practice.

6 Although several item numbers may be allocated to a particular report etc. the material itself can of course only be stored in one place. It becomes necessary, therefore, for the user to decide on the main item under which he wishes to file his information (the choice of this main item will depend on the subject interest of the user.) Material classified by subsidiary item number(s) will therefore be scattered throughout the information store according to the main classification number allotted it. Retrieval of this may be ensured by the use of simple cross-referencing techniques during the initial filing.

7 Because existing classifications provide convenient divisions of certain highly detailed subject areas, the system provides links with these other classifications as follows:-

(a) To identify a particular country, the appropriate UDC number (See Appendix 1 on page _____) is inserted in brackets after 061 "Training in particular countries."

(b) To identify a particular industry, the appropriate industry numbers from the Standard Industrial Classification is entered in brackets after 311 "Standard Industrial Classification." Appendix 2 on page_____ provides a list of industries with their appropriate SIC numbers.

(c) To identify a particular occupation the relevant ISCO number is entered in brackets after item number 561 "International Standard Classification of Occupations." Appendix 3 on page _____ provides the ISCO classification to minor group level. A more detailed breakdown, providing occupational descriptions is available from the International Labour Office.

(d) The subject matter of a training course which may not be appropriate to particular items of the classification is identified by item number 762 "Subjects of Study" followed in brackets by the relevant UDC number. Appendix 4 on page gives some common examples.

8 The alphabetical subject index to the classification, page _____, provides a convenient "lead-in" until the user is familiar with the structure of the system and its individual items.

9 User reactions to the system in the light of their experiences will be welcomed so that necessary alterations can be made from time to time.

APPENDIX

To provide some illustration of the way the classification is applied in practice the following examples are given. Compound and highly specific subjects require the allocation of a series of item numbers but experience with other systems suggests that four references are usually sufficient:

Example 1

A post-introductory course for training officers in interviewing for selection, run by a firm of consultants, might be filed under 432 with cross-reference to 451 and 195.

432 = Training of training specialists, post introductory courses.

626 = Assessment and selection, interviewing methods.

192 = Consultants and commercially operated training organisations.

Example 2

A Ministry of Labour paper on the retraining of older workers in Government Training Centres should be classified 114: 715: 646: 725

114 = National considerations, Government Departments, Ministry of Labour

715 = Training administration, types of training, specific retraining

646 = The Trainee, age groups and classes, older workers

725 = Training administration, location of training, Government Training Centre.

Example 3

The use of programmed instruction in the training of engineering apprentices.

Classification 831: 643: 311 (331-369)

Example 4

Adult retraining, the problems of recruitment, selection and labour turnover.

Classification 715: 610: 620: 511

Example 5

Problems of organisation and communication associated with growth. A case study of a family firm in the printing industry.

Classification 350: 311 (489): 330

Example 6

Adult vocational training, design of a training course for centre lathe turners.

Classification 645: 763: 561 (7-5)

H.Q.W.831-150 2/67 VW

Classification of Training Information

0 - General

1 - National Considerations

2 - The Educational System

3 - The Working Organisation

4 - Training Specialists

5 - Identification of Training Needs

6 - The Trainee

7 - Training Administration

8 - Methods and Aids

9 - Assessment of Effectiveness

0 General

00 Information processing and classification systems

000 General

001 Classification of Training Information

002 Universal Decimal Classification (UDC)

003 Techniques and problems of information processing

01 Aims, purposes, principles of training

010 General

02 Reference works including glossaries and dictionaries

020 General

021 Glossary of Training Terms[1]

03 Publications on training policy[2]

030 General

04 Specialist training publications

040 General

041 Training Abstracts Service[1]

042 Other abstracts services

043 Training Information Papers[1]

05 International organisations

050 General

051 International Labour Office, ILO

052 Organisation for Economic Co-operation and Development, OECD

053 UNO and its agencies

06 Training in other countries

060 General

061 Particular countries[3]

07 Bibliographies

070 General

---

1 Training Department of the Ministry of Labour are planning to produce these technical publications. The glossary will include definitions of the specialised training terms referred to in this classification.

2 Cross reference with the item number of the appropriate organisation under Schedules 1, 2 or 3 responsible for publication.

3 Identify particular countries by inserting the appropriate UDC number in brackets after this item No. See Appendix I for list of UDC Nos.

08 Research methodology and publications

080 General

081 Research methodology

082 Industrial Training Research Register[1]

083 Other research registers e.g. Register of Research in the Social Sciences

084 Research reports

09 Research organisations

090 General

091 Research Associations

092 Agricultural Research Council

093 Medical Research Council

094 Science Research Council

095 Social Science Research Council

096 Other research organisations, units etc.

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1 Training Department of the Ministry of Labour are planning to produce these technical publications. The glossary will include definitions of the specialised training terms referred to in this classification.

1 National Considerations

10 General

11 Government Departments; official reports; white papers etc.

110 General including inter-departmental committees

111 Economic Affairs, Department of

112 Education and Science, Department of

113 Defence, Ministry of including the "Services"

114 Labour, Ministry of

115 Technology, Ministry of

12 Manpower

120 General

121 Planning, forecasting, budgeting policy and techniques

122 Mobility of labour

123 Redundancy, redeployment

124 Productivity

125 Industrial relations (including collective bargaining)

13 Legislation excluding the Industrial Training Act

130 General

131 Educational legislation

132 Safety, health and welfare legislation

14 Training legislation

140 General

141 Industrial Training Act

15 Industry Training Boards

150 General

151 Specific Boards (file alphabetically)

152 Levy, grants schemes

153 Appeals procedures

16 Central advisory bodies

160 General

161 Central Training Council

162 General Policy Committee

163 Research Committee

164 Committee on Training of Training Officers

165 Commercial and Clerical Training Committee

166 Management Training and Development Committee

167 Central Training Council: Scottish Committee

168 Central Training Council: Committee for Wales

17 Employers' organisations

170 General

171 Confederation of British Industry (CBI)

172 Specific organisations (file alphabetically)

18 Trade Unions and staff associations

180 General

181 Trades Union Congress

182 Specific trade unions (file alphabetically)

19 Other organisations involved in training

190 General

191 Associations, societies, trusts and foundations etc.

e.g. BACIE, I.S.

192 Consultants and commercially operated training organisations

193 Industrial Training Service

194 Professional organisations; e.g. BIM, ITO, IPM

2 The Educational System

20 General

21 Teaching staff

210 General

22 Students

220 General

23 Relationship between education and training

230 General

24 Guidance and placement

240 General

241 Educational guidance

242 Vocational guidance

243 Youth Employment Service

244 Other related services

245 Orientation, pre-employment work experience[1]

25 Secondary education

250 General

26 Further and higher education establishments

260 General

261 Technical colleges

262 Colleges of commerce

263 Agricultural educational institutions (i.e. farm institutes and agricultural colleges)

264 Colleges of education

265 Polytechnics

266 Universities

267 Business schools

268 Correspondence colleges

269 Specialised (including private) colleges

27 Adult education

270 General

271 Evening institutes

---

1 To include such items as adjustment to industry courses undertaken during the last year at school.

28 Terminal qualifications, examination requirements

280 General

281 Certificate

282 Diplomas

283 Graduate membership

284 Associate membership

285 First degrees

286 Higher degrees and diplomas

29 Examining bodies (for professional organisations see 194)

290 General

291 City and Guilds of London Institute

292 Regional examining unions

293 Commercial, clerical and secretarial

294 Joint and similar committees

295 Council for National Academic Awards

3 The Working Organisation

30 General

31 Area of economic activity, industrial classification

310 General

311 Standard Industrial Classification[1]

32 Identification of individual firms (file alphabetically)

33 Present and planned work processes and systems, effects of change

330 General

331 Technological development including automation

34 Conditions of employment in the establishment[2]

340 General

341 Welfare arrangements

342 Standards of discipline

343 Remuneration and methods of payment

344 Hours and pattern of working

345 Holidays

346 Arrangements for termination of employment

35 Organisation and communications in the establishment

350 General

351 Formal organisation structure

352 Informal work relationships

353 Social relationships

354 Communications within the firm

355 Written rules and procedures

356 Unwritten procedures and customs

36 Management functions and techniques

360 General

37 Particular organisational problems

370 General

371 Small firms

372 Firms in remote areas

---

1 To identify a particular industry use the appropriate industry number of the Standard Industrial Classification as a bracketed entry following this item number. See Appendix 2 for a summary of the classification.

2 For statutory conditions see 132, Safety, health and welfare legislation.

38 Joint consultation

380 General

381 Local trade union agreements

382 Joint training committees

4 Training Specialists

40 General

41 Responsibilities and duties[1]

410 General

411 Instructor including part-time instructional staff such as line supervisors

412 Supervising/chief instructor, apprentice supervisors

413 Training (and education) officer, basic grade

414 Senior level training (and education) officer

415 Training (and education) manager/director

416 Other training specialists e.g. training advisors employed by the Training Boards; training officers responsible for group training schemes.

42 Sources for selection and recruitment of training specialists (for methods of recruitment and selection see 610, 620 respectively)

420 General

43 Training of training specialists

430 General

431 Introductory courses

432 Post-introductory (continuation or specialist) courses

433 Refresher training courses

434 Planned experience and guidance

435 Diploma and certificate courses

436 Professional qualifications

---

1 This breakdown refers to levels of employment and not functions.

5 Identification of Training Needs

50 General

51 Measures of operational efficiency

510 General

511 Manpower turnover

512 Casual absenteeism

513 Sick absence

514 Restrictive practices and labour disputes

515 Quality standards

516 Quantity standards (e.g. Qualified Worker Standard)

517 Wastage and scrap rates

518 Down time, waiting time

519 Complaints and other opinion pressures (e.g. Customers, TUs, managers, press)

52 Ergonomic factors

520 General

521 Job circumstances[1] (e.g. paced, dirty, hot, cold, noisy work)

522 Design, methods, layout

523 Safety considerations

53 Analytical techniques

530 General including observation and recording

531 Questioning techniques

532 Job breakdown TWI

533 Job analysis

534 Skills analysis

535 Work study

536 Statistical techniques

54 Levels of attitude, knowledge, skill pattern required for job performance[1]

540 General

541 Conceptual/intellectual level

542 Vigilance level, i.e. for monitoring tasks

543 Practical/constructional/manual level

544 Physical activity level

545 Social interaction communication level

---

1 These items are based on the breakdown given in the NIIP Seven Point Plan.

55 Specific categories required

550 General

551 Manager

552 Supervisor

553 Professional and technological specialist

554 Technician

555 Craftsmen

556 Commercial and clerical

557 Operator/operative

558 Sub-operator

559 Other categories

56 Occupational classification systems

560 General

561 International Standard Classification of Occupations (ISCO)[2]

562 Occupational Survey Classification (based on Ministry of Labour annual Occupational Survey)

---

2 To identify a particular occupation use the appropriate ISCO code number as a bracketed entry following this item number. See Appendix 3.

6 The Trainee

60 General

61 Recruitment

610 General

611 Recruitment brochures and application forms

612 Sources of recruitment liaison

613 Job description and personnel specification

62 Assessment and selection

620 General

621 Selection tests and examinations

622 Assessment of the individual; measures of pre-training attainment[1]

623 Assessment of the individual; measures of intelligence and general ability[1]

624 Assessment of the individual; measures of special aptitudes[1]

625 Assessment of the individual; measures of personality variables[1]

626 Interviewing methods

627 Other selection methods

63 Staff Appraisal, career development, promotion methods

630 General

631 Annual and other general progress reports

632 Career development

633 Personal counselling

64 Age Groups and general categories of personnel

640 General

641 Adults

642 Women

643 Apprentices

644 Other young people

645 Accelerated vocational trainees

646 Older workers

---

1 Assessment measures are based on the NIIP Seven Point Plan; item 2 'attainments', item 3 'general intelligence', item 4 'special aptitudes', item 5 'interests' and item 6 'disposition'.

65 Special groups of employees

650 General

651 Physically handicapped

652 Mentally handicapped

653 Immigrants and non-integrated groups

654 Part-time workers

655 Casual workers

7 Training Administration

70 General

71 Types of training

710 General

711 Induction and adjustment

712 Basic training i.e. specific initial job training

713 Progressive (e.g. multi-skilled) training[1]

714 Refresher (or 'booster') training

715 Specific retraining

716 Appreciation training

72 Location of training; types of training centre and their design and lay-out

720 General

721 On-the-job i.e. in the production or working environment

722 Training bay or training position

723 Works or company school, centre, workshop, works staff college

724 Industry or Training Board operated centre

725 Government Training Centre

726 Educational establishment (cross reference with the appropriate item number under 24)

727 Privately run centres

728 Home-based

73 Form of training arrangements

730 General

731 Wholly in-service

732 In-service with day release

733 In-service with block release

734 Sandwich arrangements

735 Full-time education course

736 Evening course

737 Correspondence course

74 Group schemes[2]

740 General

---

1 Training to extend the capability of the individual by additional skill or for additional technical responsibility.

2 A group scheme training centre will usually be appropriate for classification under an item number of 72.

75 Length of training period and attendance required

750 General

751 Length of training; duration in hours

752 Full-time attendance

753 Part-time attendance

754 Residential course

76 Setting instructional objectives and design of programmes and courses

760 General

761 Setting instructional objectives

762 Subjects of study[3]

763 Syllabus and time-table design

764 Session synopsis design

---

3 The subject matter of training courses which is not appropriate to particular items of the classification should be identified by this item number followed by the appropriate UDC No. in brackets (See Appendix 4 for some examples).

8 Training Methods and Learning Aids

80 General

81 Learning theory and principles[1]

810 General

811 Learning, remembering, retention

812 Motivation, incentives, attitudes to learning

813 Creativity

814 Individual differences

815 Group processes in learning and thinking; social facilitation of learning

816 Terminal behaviour, attainment, performance

817 Design of instruction including language and communication

82 Learning problems of particular age-groups and categories (cross reference with appropriate item number under 64 and 65)

820 General

83 Methods of instruction of general application i.e. for group or individual instruction

830 General

831 Programmed Instruction (for teaching machines see 864)

832 Taped instruction

833 TWI job instruction

834 Practical demonstration

835 Project work

84 Individual methods of instruction

840 General

841 Correspondence courses

842 Private study

85 Group methods of instruction

850 General

851 Lecture

852 Lesson

853 Discussion

854 Expert witness

---

1 This includes the broad field of educational psychology in its application to training.

855 Case study, in-tray exercises, business games

856 Role play, including role reversal

857 Syndicate work

858 Sensitivity training (T Groups)

86 Visual learning aids and equipment

860 General, including libraries

861 Chalk and display boards e.g. magnetic boards, felt boards

862 Drawings, charts, diagrams

863 Slides, silent film strip, silent films and projectors

864 Teaching machines (for programmed instruction see 831)

865 Manuals, notes and hand-outs

866 Fixed models (for working models see 891)

87 Audio learning aids and equipment

870 General

871 Record players, discs

872 Tape recorders, tapes (for taped instruction see 832)

873 Broadcast radio

88 Audio-visual learning aids and equipment

880 General

881 Sound film and filmstrip and projectors

882 Closed loop films and projection devices

883 Broadcast television

884 Closed-circuit television (cctv)

885 Video tape

89 Multi-sensory learning aids and equipment

890 General

891 Working models (for fixed models see 866)

892 Simulators, synthetic trainers

893 Workshop equipment and tools

894 Computers

9 Assessment of Training Effectiveness

90 General

91 Training records

910 General principles and design

911 Instructors' records

912 Trainees' records

92 Methods of assessment

920 General including appraisal systems

921 Continuous assessment systems

922 Terminal assessment systems

93 Methods of validation

930 General

931 Practical tests

932 Written tests

933 Oral tests

934 Observation and interview

935 Subjective reports by the training specialist

936 Subjective reports by manager/supervisor

937 External validation[1], post-training assessment of measures of operational efficiency

(Cross reference with appropriate item numbers of 51)

94 Use of competitions

940 General

95 Evaluation

950 General

951 Training costs

952 Training cost-analysis systems

953 Cost-effectiveness measurement

---

1 In the case of external examinations cross reference as necessary with the appropriate item No. under 29

Appendix 1

Universal Decimal Classification reference numbers

Albania	496.5	Luxembourg	435.9
Algeria	65	Mexico	72
Argentina	82	Morocco	64
Australia	94	Netherlands	492
Austria	436	New Zealand	931
Belgium	493	Nigeria	669
Brazil	81	Norway	481
Bulgaria	497.2	Pakistan	549
Canada	71	Philippines	914
Ceylon	548.7	Poland	438
Chile	83	Portugal	469
China (Mainland)	51	Rhodesia	689.1
China (Taiwan)	529.1	Rumania	498
Czechoslovakia	437	South Africa	68
Denmark	489	Spain	46
Ethiopia	63	Sweden	485
Finland	471	Switzerland	494
France	44	Tunisia	611
Germany (Eastern)	430.3	Turkey	496
Germany (Fed Rep of)	430.2	Uganda	676.1
Ghana	667	United Arab Rep	620.1
Greece	495	United Kingdom	42
Hungary	439	USA	73
Iceland	491	USSR	47
India	54	Yugoslavia	497.1
Indonesia	915		
Iran	55		
Iraq	567		
Ireland	415		
Israel	569.41		
Italy	45		
Japan	52		
Kenya	676		

Appendix 2

Summary of industries and their appropriate Standard Industrial Classification number

Order I - Agriculture, Forestry, Fishing	
Agriculture and horticulture	001
Forestry	002
Fishing	003
Order II - Mining and Quarrying	
Coal mining	101
Stone and slate quarrying and mining	102
Chalk, clay, sand and gravel extraction	103
Other mining and quarrying	109
Order III - Food, Drink and Tobacco	
Grain milling	211
Bread and flour confectionery	212
Biscuits	213
Bacon curing, meat and fish products	214
Milk products	215
Sugar	216
Cocoa, chocolate and sugar confectionery	217
Fruit and vegetable products	218
Animal and poultry foods	219
Food industries not elsewhere specified	229
Brewing and malting	231
Other drink industries	239
Tobacco	240
Order IV - Chemicals and Allied Industries	
Coke ovens and manufactured fuel	261
Mineral oil refining	262
Lubricating oils and greases	263
Chemicals and dyes	271
Pharmaceutical and toilet preparations	272
Explosives and fireworks	273
Paint and printing ink	274
Vegetable and animal oils, fats, soap and detergents	275
Synthetic resins and plastics materials	276
Polishes, gelatine, adhesives, etc.	277
Order V - Metal Manufacture	
Iron and steel (general)	311
Steel tubes	312
Iron castings, etc.	313
Light metals	321
Copper, brass and other base metals	322
Order VI - Engineering and Electrical Goods	
Agricultural machinery (except tractors)	331
Metal-working machine tools	332
Engineers' small tools and gauges	333
Industrial engines	334
Textile machinery and accessories	335
Contractors' plant and quarrying machinery	336
Mechanical handling equipment	337
Office machinery	338
Other machinery	339
Industrial plant and steelwork	341
Ordnance and small arms	342
Other mechanical engineering not elsewhere specified	349

Scientific, surgical and photographic instruments, etc.	351
Watches and clocks	352
Electrical machinery	361
Insulated wires and cables	362
Telegraph and telephone apparatus	363
Radio and other electronic apparatus	364
Domestic electric appliances	365
Other electrical goods	369

Order VII - Shipbuilding and Marine Engineering

Shipbuilding and marine engineering	370

Order VIII - Vehicles

Motor vehicle manufacturing	381
Motor cycle, three-wheel vehicle and pedal cycle manufacturing	382
Aircraft manufacturing and repairing	383
Locomotives and railway track equipment	384
Railway carriages and wagons and trams	385
Perambulators, hand-trucks, etc.	389

Order IX - Metal Goods not elsewhere specified

Tools and implements	391
Cutlery	392
Bolts, nuts, screws, rivets, etc.	393
Wire and wire manufactures	394
Cans and metal boxes	395
Jewellery, plate and refining of precious metals	396
Metal industries not elsewhere specified	399

Order X - Textiles

Production of man-made fibres	411
Spinning and doubling of cotton, flax and man-made fibres	412
Weaving of cotton, linen and man-made fibres	413
Woollen and worsted	414
Jute	415
Rope, twine and net	416
Hosiery and other knitted goods	417
Lace	418
Carpets	419
Narrow fabrics	421
Made-up textiles	422
Textile finishing	423
Other textile industries	429

Order XI - Leather, Leather Goods and Fur

Leather (tanning and dressing) and fellmongery	431
Leather goods	432
Fur	433

Order XII - Clothing and Footwear

Weatherproof outerwear	441
Men's and boys' tailored outerwear	442
Women's and girls' tailored outerwear	443
Overalls and men's shirts, underwear, etc.	444
Dresses, lingerie, infants' wear, etc.	445
Hats, caps and millinery	446
Dress industries not elsewhere specified	449
Footwear	450

Order XIII - Bricks, Pottery, Glass, Cement, etc.

Bricks, fireclay and refractory goods	461
Pottery	462
Glass	463
Cement	464
Abrasives and building materials, etc., not elsewhere specified	469

Order XIV - Timber, Furniture, etc.

Timber	471
Furniture and upholstery	472
Bedding, etc.	473
Shop and office fitting	474
Wooden containers and baskets	475
Miscellaneous wood and cork manufacturers	479

Order XV - Paper, Printing and Publishing

Paper and board	481
Cardboard boxes, cartons and fibre-board packing cases	482
Manufactures of paper and board not elsewhere specified	483
Printing, publishing of newspapers and periodicals	486
Other printing, publishing, bookbinding, engraving, etc.	489

Order XVI - Other Manufacturing Industries

Rubber	491
Linoleum, leather cloth, etc.	492
Brushes and brooms	493
Toys, games and sports equipment	494
Miscellaneous stationers' goods	495
Plastics moulding and fabricating	496
Miscellaneous manufacturing industries	499

Order XVII - Construction

Construction	500

Order XVIII - Gas, Electricity and Water

Gas	601
Electricity	602
Water supply	603

Order XIX - Transport and Communication

Railways	701
Road passenger transport	702
Road haulage contracting	703
Sea transport	704
Port and inland water transport	705
Air transport	706
Postal services and telecommunications	707
Miscellaneous transport services and storage	709

Order XX - Distributive Trades

Wholesale distribution	810
Retail distribution	820
Dealing in coal, builders' materials, grain and agricultural supplies (wholesale or retail)	831
Dealing in other industrial materials and machinery	832

Order XXI - Insurance, Banking and Finance

Insurance, banking and finance	860

Order XXII - Professional and Scientific Services

Accountancy services	871
Educational services	872
Legal services	873
Medical and dental services	874
Religious organisations	875
Other professional and scientific services	879

Order XXIII - Miscellaneous Services

Cinemas, theatres, radio, etc.	881
Sport and other recreations	882
Betting	883
Catering, hotels, etc.	884
Laundries	885
Dry cleaning, job dyeing, carpet beating, etc.	886
Motor repairers, distributors, garages and filling stations	887
Repair of boots and shoes	888
Hairdressing and manicure	889
Private domestic service	891
Other services	899

Order XXIV - Public Administration and Defence

National government service	901
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Appendix 3

International Standard Classification of Occupations

Summary of ISCO classification to the minor group level. A more detailed breakdown is provided for in the ISCO classification if required.

Major group 0 : Professional, technical and related workers

0-0	Architects, engineers and surveyors
0-1	Chemists, physicists, geologists and other physical scientists
0-2	Biologists, veterinarians, agronomists and related scientists
0-3	Physicians, surgeons and dentists
0-4	Nurses and midwives
0-5	Professional medical workers not elsewhere classified and medical technicians
0-6	Teachers
0-7	Clergy and related members of religious orders
0-8	Jurists
0-9	Artists, writers and related workers
0-X	Draughtsmen, and science and engineering technicians not elsewhere classified
0-Y	Other professional, technical and related workers

Major group 1 : Administrative, executive and managerial workers

1-0	Administrators and executive officials, government
1-1	Directors, managers and working proprietors

Major group 2 : Clerical workers

2-0	Book-keepers and cashiers
2-1	Stenographers and typists
2-9	Other clerical workers

Major group 3 : Sales workers

3-0	Working proprietors, wholesale and retail trade
3-1	Insurance and real-estate salesmen, salesmen of securities and services, and auctioneers
3-2	Commercial travellers and manufacturers' agents
3-3	Salesmen, shop assistants and related workers

Major group 4 : Farmers, fishermen, hunters, loggers and related workers

4-0	Farmers and farm managers
4-1	Farm workers not elsewhere classified
4-2	Hunters and related workers
4-3	Fishermen and related workers
4-4	Loggers and other forestry workers

Major group 5 : Miners, quarrymen and related workers

5-0	Miners and quarrymen
5-1	Well drillers and related workers
5-2	Mineral treaters
5-9	Miners, quarrymen and related workers not elsewhere classified

Major group 6 : Workers in transport and communication occupations

6-0	Deck officers, engineer officers and pilots, ship
6-1	Deck and engine-room ratings (ship), barge crews and boatmen
6-2	Aircraft pilots, navigators and flight engineers
6-3	Drivers and firemen, railway engine
6-4	Drivers, road transport
6-5	Conductors and brakemen, railway
6-6	Inspectors, supervisors, traffic controllers and despatchers, transport
6-7	Telephone, telegraph and related telecommunication operators
6-8	Postmen and messengers
6-9	Workers in transport and communication occupations not elsewhere classified

Major group 7/8 : Craftsmen, production-process workers, and labourers not elsewhere classified

7-0	Spinners, weavers, knitters, dyers and related workers
7-1	Tailors, cutters, furriers and related workers
7-2	Leather cutters, lasters and sewers (except gloves and garments) and related workers
7-3	Furnacemen, rollers, drawers, moulders and related metal making and treating workers
7-4	Precision-instrument makers, watchmakers, jewellers and related workers
7-5	Toolmakers, machinists, plumbers, welders, platers and related workers
7-6	Electricians and related electrical and electronics workers
7-7	Carpenters, joiners, cabinetmakers, coopers and related workers
7-8	Painters and paperhangers
7-9	Bricklayers, plasterers, and construction workers not elsewhere classified
8-0	Compositors, pressmen, engravers, bookbinders and related workers
8-1	Potters, kilnmen, gglass and clay formers and related workers
8-2	Millers, bakers, brewmasters and related food and beverage workers
8-3	Chemical and related process workers
8-4	Tobacco preparers and tobacco-product makers
8-5	Craftsmen and production-process workers not elsewhere classified
8-6	Packers, labellers and related workers
8-7	Stationary-engine and excavating and lifting equipment operators and related workers
8-8	Longshoremen and related freight handlers
8-9	Labourers not elsewhere classified

Major group 9 : Service, sport and recreation workers

9-0	Fire fighters, policemen, guards and related workers
9-1	Housekeepers, cooks, maids and related workers
9-2	Waiters, bartenders and related workers
9-3	Building caretakers, cleaners and related workers
9-4	Barbers, hairdressers, beauticians and related workers
9-5	Launderers, dry cleaners and pressers
9-6	Athletes, sportsmen and related workers
9-7	Photographers and related camera operators
9-8	Embalmers and undertakers
9-9	Service, sport and recreation workers not elsewhere classified

Major group X : Workers not classifiable by occupation

X-1	New workers seeking employment
X-2	Workers reporting occupations unidentifiable or inadequately described
X-3	Workers not reporting any occupation

Armed forces : Members of the armed forces

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Business Studies	658	Marketing	658
Carpentry	694	Mathematics	51
Catering	64	Mechanical Engineering	621
Chemistry	54	Science	6
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